

Microsoft Office Professional Plus for Office 365

Do you want to use Office products at home? Earlier this spring, KCIT introduced Office Professional Plus for Office 365 which allows all employees with an active Office 365 account an opportunity to use Microsoft Office 2010 on up to five devices at no charge.

Firstly, visit <http://sharepoint.kingcounty.gov/MSSOffice>

Enter your KC domain account and password, the same account and password you use at work to log on to your machine.

1. **INSTRUCTIONS FOR KC DOMAIN:** Your username is the same as your network ID followed by @kingcounty.gov [example: strohms@kingcounty.gov]
 - o Your password is your network password
2. **INSTRUCTIONS FOR OTHER DOMAINS:** Your username is the same as the one you use when logging into County email, followed by @kingcounty.gov . Likewise, your password is the same as the one you use when logging into County email.

Once logged in, follow the download instructions.

Frequently Asked Questions

How will I know if I have an active Office 365 (SharePoint Online) account?

If you don't know whether you have an Office 365 account, simply try logging into SharePoint Online via the instructions above or ask your manager.

I'm being asked for a Subscription ID/organizational account. What do I do?

Use your network ID followed by @kingcounty.gov; this is your Office 365 username.

I'm being asked for a Product code. What do I do?

You should not be asked for a product code, and may be activating Office through the Control Panel which is not necessary. Once you run setup, it will install the product. Then, you click through the wizard and when it completes, it will go to the subscription verification process. This is where you will enter your subscription ID which is your Office 365 logon.

I'm being asked for a Key code. What do I do?

After the installation, click "CONTINUE ONLINE," which is when the Subscription ID field appears. Once signed in, it goes through the verification process to determine if you have a license in Office 365.

I have a Mac at home, how can I get a version for OS X?

Follow the instructions above, and choose the appropriate operating system when downloading Office.

For general questions about the program, please contact [Terra Milles](#). If you cannot access the download page, contact the IT Service Center at help.metrokc.gov or dial 263-4357